

# South Carolina Department of Disabilities & Special Needs

## Employment Services - Administrative Compliance and Individual Services Review

### Key Indicator Review Tool for FY2024

**The Key Indicators are based on DDSN Service Standards, Agency Directives, and Medicaid Policy/Requirements.**

Providers must use designated modules in Therap to document service delivery.

Timelines for implementation of individual Therap Modules may be found at: <https://help.therapservices.net/app/south-carolina/>

#### Provider Qualifications (Includes anyone employed or contracted to provide Employment Services)

Indicator #	Indicator	Guidance
EMP-101	Employment Services Staff meet the minimum education requirements for the position.	Refer to SCDDSN Day Services Standards for educational and vocational requirements. Applies to new employees working less than 12 months.
EMP-102	Employment Services Staff meet the criminal background check requirements for the position, prior to employment.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
EMP-103	Employment Services Staff continue to meet the criminal background check requirements, upon required recheck.	Source: DDSN Directive 406-04-DD. Re-check required every three years.
EMP-104	Employment Services Staff meet the CMS "List of Excluded Individuals/ Entities" check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
EMP-105	Employment Services Staff meet the DSS Central Registry check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.
EMP-106	Employment Services Staff meet the TB Testing requirements for the position, prior to direct service contact.	Source: DDSN Directive 603-06-DD. Applies to new employees working less than 12 months.
EMP-107	Employment Services Staff meet the annual TB screening requirements, as outlined in DDSN Directive 603-06-DD.	Annual TB screening must be completed by the last day of the month in which it is due. Source: DDSN Directive 603-06-DD.
EMP-108	New Employment Services Staff have acceptable reference check requirements for the position.	Source: DDSN Directive 406-04-DD. Applies to new employees working less than 12 months.

#### Provider Training (Includes anyone employed or contracted to provide Employment Services)

Indicator #	Indicator	Guidance
EMP-201	Employment Services Staff must pass mandatory, competency based ANE training, as required, during pre-service orientation.	Source: DDSN Directive 534-02-DD. Applies to new employees working less than 12 months.
EMP-202	Employment Services Staff, when employed after 1 year, must pass mandatory, competency based ANE training within 12-months of their prior training date(s).	Source: DDSN Directive 534-02-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
EMP-203	Employment Services Staff must complete new employee competency- based training requirements, as required in 567-01-DD.	Source: DDSN Directive 567-01-DD. Does not include training covered in other Key Indicators (ANE, CPR, First Aid, Medication Technician, or Crisis Management). Applies to new employees working less than 12 months.
EMP-204	Employment Services Staff must successfully complete CPR/First Aid certifications new employee training.	Source: DDSN Directive 567-01-DD. Applies to new employees working less than 12 months.
EMP-205	Employment Services Staff, when employed after 1 year, continue to successfully complete CPR/First Aid certifications at the frequency required by the certifying entity.	Source: DDSN Directive 567-01-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
EMP-206	Employment Services Staff must successfully complete competency-based crisis management curriculum certification prior to working alone with service participants.	Source: DDSN Directive 567-01-DD and 567-04-DD. Applies to new employees working less than 12 months.
EMP-207	Employment Services Staff, when employed after 1 year, continue to successfully complete approved crisis-management certifications at the frequency required by the certifying entity.	Source: DDSN Directive 567-01-DD and 567-04-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
EMP-208	Employment Services Staff, when employed for more than 12 months, must receive annual training on the following topics: <ul style="list-style-type: none"> <li>Confidentiality &amp; HIPAA</li> <li>OSHA Guidelines and Workplace Safety</li> <li>Fire Safety/Disaster Preparedness</li> <li>Rights/Due Process</li> </ul>	Source: DDSN Directive 567-01-DD. Applies to employees working more than 12 months. Training must be completed by the last day of the month in which it was due.
EMP-209	Annually, Employment Services Staff are made aware of the False Claims' Recovery Act, that the Federal government can impose a penalty for false claims, that abuse of the Medicaid Program can be reported and that reporters are covered by Whistleblowers' laws.	Evidence of staff being made aware of the false claims' recovery act must be provided. This activity must be completed by the last day of the month in which it was due. Source: Contract for ... Capitated Model and Source: Contract for ... Non-Capitated Model

## Service Delivery- Employment Services (Individual Placement)

Indicator #	Indicator	Guidance
EMP-301	Employment Services - Individual is provided at a 1:1 staffing ratio.	Source: Employment Services Standards
EMP-302	Within 30 calendar days of the service start date, the Comprehensive Vocational Service Assessment will be completed that identifies the abilities/strengths, interests/preferences, paid and unpaid work experience and needs/supports of the individual.	Source: Employment Services Standards
EMP-303	Based on the results of the Comprehensive Vocational Service Assessment, within 30 calendar days of the service start date, an Individual Plan Supports for Employment (IPSE) is developed by the Program Director or his/her designee with participation from the individual and/or his/her legal guardian, if applicable.	Source: Employment Services Standards
EMP-304	The IPSE must include the Employment Goal specific to the individual, based on his/her interests, preferences, strengths and experience, with the expected outcome of sustained independent employment, at or above minimum wage, in a community integrated setting among the general workforce, at a job that meets the individual's personal and career goals.	Source: Employment Services Standards
EMP-305	Documentation of activities directly related to achieving independent, competitive integrated employment must be entered into the ISP/SC Individual Employment Log to support each unit of service reported. Documentation must be individualized, including date of the activity, contact type, location of activity and detailed description not cut and pasted or noted "same as above".	Source: Employment Services Standards
EMP-306	When independent competitive integrated employment is secured for the individual, details regarding this job placement must be documented to include: start date, employer, location (address), wage, hours per week (schedule), transportation arrangements, wage reporting responsibility and, when the job ends, the date and reason.	Source: Employment Services Standards
EMP-307	The IPSE is amended with participation from the individual and/or his/her legal guardian (if applicable) when changes to the plan are necessary.	Source: Employment Services Standards
EMP-308	All Employment Services documentation must be available in Therap.	Employment Services documentation will be found in Therap either in the Employment History Module or the ISP: SC Individual Employment Log.